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Appendix 4
Limited Authorized Use of NIH IT Resources

In general:

- Policy is consistent with the DHHS policy, HHS-IRM-2000-0003, "Personal Use of IT Resources."
- Policy was reviewed and approved by the OGC, NIH Ethics Office, OMA, OHR and HR community, NIH Labor Relations, NIH EOs and the ITMC.
- Policy is intended to allow the maximum flexibility possible for using NIH IT resources without compromising the integrity of NIH and/or its IT resources. A summary of the significant elements of the new policy is provided below.

Specifically, this new policy:

- Permits NIH staff limited personal use of authorized IT resources if the use: (1) is incidental and involves minimal additional expense to the government, (2) does not interfere with staff productivity, the NIH mission or operations, (3) is not used to misrepresent oneself or NIH, (4) does not have the potential to cause public embarrassment to NIH, (5) does not compromise the integrity of any NIH system or system security safeguards, and (6) does not violate federal laws or policies or any provisions of this policy or other NIH policies.
- Allows ICs to extend personal use privilege to contract employees, trainees and other non-employees working for NIH if specifically authorized by the IC.
- Permits the use of most IT equipment/resources, although policy prohibits modifying equipment, loading software or making configuration changes without pre-approval.
- Supports IC's use of this policy to develop their own internal policies and to apply additional or more stringent controls, as appropriate.
- Includes specific responsibilities and procedures for handling incidents of inappropriate use.
 - The IC EO will have the key role in making the initial assessment of the reported action and determining the appropriate course of action--in consultation with other IC or NIH officials (e.g., IC Chief Information Officer, Human Resources, Information Response Team, etc.), as needed.
 - Disciplinary action will be pursued via the HR adverse action/progressive disciplinary process.